



State of New Jersey

DEPARTMENT OF COMMUNITY AFFAIRS

CENTER FOR HISPANIC POLICY,
RESEARCH AND DEVELOPMENT

JIM FLORIO
GOVERNOR

LOCATION:

WILLIAM ASHBY
COMMUNITY AFFAIRS BUILDING
101 SOUTH BROAD STREET
TRENTON, NEW JERSEY

STEPHANIE R. BUSH
COMMISSIONER

MAILING ADDRESS:

CN 815
TRENTON, NJ 08628-0815

January 27, 1993

Mr. Fernando Fuentes, Director
ASPIRA, INC. OF NEW JERSEY
390 Broad Street, 3rd Floor
Newark, New Jersey 07104

RECEIVED FEB - 2 1993

Dear Mr. Fuentes:

We are once again gearing up for our annual "Hispanic Interns in Community Service" Summer Internship Program.

As in the past, we would like to extend an invitation for your agency to participate in this program.

The program provides opportunities for students to work in State government, or other sectors of public service, and develop their professional skills. Students participating in the Program will be placed in various divisions within the Department of Community Affairs and at various community based organizations.

Enclosed is a program outline for this year. If you are interested in participating in this Summer's Internship program, please submit the application attached, along with a job description listing specific duties to be accomplished, as well as any specific requirements needed for a student to work at your agency.

Please submit this information no later than March 1, 1993. In the meantime, do not hesitate to call me at (609) 984-3223 with any questions you may have.

I look forward to hearing from you soon.

Sincerely,

Angie Armand
Angie Armand
Executive Assistant

Enclosures

c: Maria Vizcarrondo-De Soto, Director

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**"HISPANIC INTERNS IN COMMUNITY SERVICE"
PROGRAM OUTLINE**

History

The Center for Hispanic Policy, Research, & Development (previously referred to as the Office of Hispanic Affairs) has been operating the "HISPANIC INTERNS IN COMMUNITY SERVICE" Program since June 1988.

The purpose of this program is to expose Hispanic college students to career opportunities in state government, or other areas of public service, while allowing them to develop and strengthen professional skills in a conducive work environment.

Since the program's inception, over 100 Hispanic college students have been placed in state government agencies, local municipalities, and community-based organizations.

The selection of students, administration of stipends, and the coordination of internship placements have been accomplished through coordinated efforts with school administrators, internship supervisors, and students alike.

While being relatively new, we have gained significant credibility for our efforts to provide quality internship experiences for Hispanic college students. A majority of students continue to seek summer placements year after year. School administrators constantly provide referrals of excellent Hispanic candidates at their respective institutions. Administrators who have served as supervisors at internship sites also continue to submit requests for interns year after year.

Each year, the number of applications has increased. This increased demand for internship placements has made the selection process quite competitive. Limited funding narrows our potential to provide internship opportunities for students.

The program is also composed of a series of weekly sessions that comprise "The Hispanic Fellow Leadership Institute". These weekly sessions are administered in cooperation with Rutgers University-Camden. The Institute will seek to provide the interns with the opportunity to develop and enhance leadership and academic skills.

1993 Program Summary

Length of program:	10 weeks (6/7/93-8/13/93)
Estimated # of candidates:	15
Project site:	The Center for Hispanic Policy will assign placements of all participating students.
Site Supervisors:	A supervisor will be assigned by each participating agency. The Center will serve as the liaison throughout the program period.
Student Stipends:	Student stipends will be paid directly to students through a grant to the participating agency at an hourly rate of \$7.00 for the 10 week period.
Final placements:	Final decisions on placements will be made no later than April 30, 1993.

CENTER FOR HISPANIC POLICY, RESEARCH AND DEVELOPMENT

Sixth Annual "HISPANIC INTERNS IN COMMUNITY SERVICE" Program

Agency Application

AGENCY: _____

Will your agency be participating in this program? YES_____ NO_____

of INTERNSHIP PROJECTS AVAILABLE: _____

IMMEDIATE SUPERVISOR (S): _____

Will your agency be interested in mentoring an intern? YES_____ NO_____

Please attach the job descriptions** and submit by March 1, 1993 to:

NJ Department of Community Affairs
Center for Hispanic Policy, Research, & Development
CN 815
Trenton, New Jersey 08625-0815

** All job descriptions MUST include any relevant education, such as specific majors, and experience needed for the internship.